

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, January 26, 2009

CALL TO ORDER

The meeting began at 5:30 p.m. in Conference Room 113 at City Hall.

ROLL CALL

Present: Dave Thomas, Ed Comerford, Ed Fuentes, Anna Marie Jones and Jeanne Garcia

City Staff: Human Resources Director Tami Yuki

APPROVAL OF MINUTES

The minutes of December 9, 2008 were approved with the following changes:

- Personnel Board meeting December 9, 2008 was held in the Crafts Room of the Senior Center not in Conference Room 113.
- Change Code Enforcement Supervisor to "Senior Code Enforcement Officer"
- Personnel Board Member Thomas requested to add the following to the 2nd to last paragraph on the second page. "The Recreation Superintendent position has not come to the Personnel Board for review yet the position has only been approved in budget"

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

A. Current Recruitments

1. Entry Police Officer & Pre-Trained/Lateral Police Officer
(Continuous)
2. Community Service Officer I
3. Community Service Officer II
4. Maintenance Worker I/II
(Written Exam – 2/3/09)

Human Resources Director Tami Yuki stated that 298 applicants have been scheduled to take the written exam for Maintenance Worker.

Personnel Board Member Jones suggested that since the applicant pool for entry level positions are generally large, the recruitments should close after receiving one hundred applications. Human Resources Director Tami Yuki stated that Human Resources has shortened the amount of time the recruitment stays open to limit the number of applications. Personnel Board Thomas stated when recruiting for a position that might have a large number of applications, the Personnel Board should make recommendations to HR to take the first one hundred applications. Personnel Board Member Thomas also said if after screening the one hundred applications, and HR does not have a viable pool, HR could extend the final filing date.

The Personnel Board concurred that after receiving one hundred applications, the recruitment should close.

B. Extension of Public Safety Dispatcher Eligibility List

Human Resources Director Yuki stated that Chief of Police Telford would like to extend the eligibility list for Public Safety Dispatcher for an additional six months. Director Yuki said that if there is a vacancy we would not have to recruit again; it would be more timely. Director Yuki said if the person being trained doesn't pass

probation, there is a person on the eligibility list that would be hired as a Public Safety Dispatcher. There are 5 people left on the eligibility list.

Personnel Board Member Comerford stated that most applicants would probably have found another job by now. Personnel Board Member Comerford said that at the end of one year the eligibility list is too old. He also said that by the end of one year the Department should know if the person in training is able to pass probation. Human Resources Director again stated that having an eligibility list in place would be efficient for the City so we would not have to recruit again.

Personnel Board Fuentes made a motion to deny the request to extend the eligibility list for Public Safety Dispatcher. Ed Comerford seconded the motion. The motion passed unanimously.

C. Board Members Comment

Personnel Board Member Comerford inquired about the cost of advertising for the Community Services Director recruitment. Director Yuki said that at the next meeting she will provide the Board with a break down of each publication.

Personnel Board Member Fuentes requested demographics of the 16 Community Services Director applicants that were screened by phone.

Personnel Board Member Thomas stated that since the Board did not see how the Community Services Director applicants were screened and did not certify the list, the Board does not have anything to base their decision that the process is fair. Director Yuki said that the Community Services Director is an at-will position. An eligibility list is not established for at-will positions. Personnel Board Thomas said since the Community Services Director is an at-will position, the Board should not be reviewing the demographics.

Personnel Board Member Fuentes said that the Board is an advisor not decision maker; the Board insures that the process is open, objective and free. He also said that the Board has to constantly test the hiring process in the City. Personnel Board Member Fuentes said the way to constantly test the hiring process is by looking at demographics after the City has hired the person.

Personnel Board Member Fuentes asked what strategies were recommended at the City Council Special Session on January 12. Director Yuki stated that at the City Council meeting tomorrow, there is a hiring freeze and that from now to the end of this fiscal year the following immediate action was implemented:

1. Hiring freeze for the following positions
 - Plan Check Engineer
 - Senior Planner
 - Acctg. Customer Serv. Rep.
 - Maintenance Worker I/II
 - Executive Assistant
 - Police Officer Entry Level (3)
 - Management Analyst I/II
 - Streets, Storm & WW Srv. Manager
2. Salary Savings
3. Cutting back contract personnel
4. Using one time reserve money
5. Deferral of purchase of some equipment
 - Parking Enforcement Vehicle
 - Fire Engine
 - Community Facility master plan project
 - Library Facility Maintenance Program

For the 2009-2010 the following recommendations will be given to Council:

1. Employees salaries will be freezed
2. Develop strategy to keep a minimum balance in the reserve

3. Establish an employee working group to recommend budget and service reduction
4. Evaluate strategies to increase revenue in the City

Personnel Board Member Thomas stated that one of the Personnel Board's goals is to periodically review job descriptions. At the next meeting the Board will be reviewing and making recommendations on job descriptions for the Library. Personnel Board Member Fuentes requested the organizational chart two layers down from the City Manager.

Personnel Board Member Thomas and Personnel Board Member Jones will be assisting with the written exam for Maintenance Worker I/II on Tuesday, February 3rd at both sessions.

ADJOURNMENT

The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Marie Fir
Secretary